



U.S. PERMANENT RESIDENCE THROUGH EMPLOYMENT AT UC SAN DIEGO

UCSD GUIDELINES ON PERMANENT RESIDENCE

International faculty and researchers at UCSD may be eligible for permanent residence through employment. UCSD will support applications for permanent residence only under the following conditions:

- the position is permanent (i.e. intended to continue indefinitely),
- the position is full-time,
- the position is sufficiently high-level (contact the International Center for the appropriate positions),
- the employee intends to remain in the position indefinitely, and
- the department is willing to devote considerable staff time and resources throughout the permanent residence process.

Employees who have at least three years of full-time teaching and/or research experience and are recognized internationally as outstanding in a specific academic area qualify for the “Outstanding Professor and Researcher” category.

**ALL PERMANENT RESIDENT CASES BASED ON
EMPLOYMENT AT UC SAN DIEGO MUST BE SUBMITTED
THROUGH THE INTERNATIONAL CENTER.**

Please note that in filing employment-sponsored immigrant petitions the International Scholar Office (ISO) is first and foremost representing the institution and, as such, will prioritize these petitions based on the needs of the departments for the overall good of the institution. Petitions will not necessarily be filed on a “first-come, first-served” basis; this is particularly true in cases where delayed filing could result in a department losing the services of an employee due to status issues.

OVERVIEW OF THE PROCESS

For those who qualify as “Outstanding Professors and Researchers,” the first step is to file an immigrant petition. UCSD will submit the “Immigrant Petition for Alien Employee” (Form I-140) with extensive documentation to demonstrate that criteria for this category are met. This step establishes that the international scholar qualifies for the appropriate employment-based immigrant category (there is an alternate process, “labor certification,” available for certain teaching faculty; contact the International Center to determine which process is applicable).

The immigrant petition and supporting documents are filed with the US Citizenship and Immigration Services (USCIS). After approval of the immigrant petition or, if the immigrant category is current, simultaneously with the filing of the I-140, the international scholar can file an application for adjustment of status (I-485).

The international scholar and immediate family members (spouse and unmarried minor children) can file the application by mail to the Immigration Office in Lincoln, Nebraska. An application for an Employment Authorization Document (EAD card) and Advance Parole (permission to travel outside the U.S.) can also be filed. It can take up to 3 months to receive the EAD card and Advance Parole document.

The I-485 is either approved by mail or an interview is scheduled at the Immigration Office in Chula Vista. Once the I-485 is approved, the scholar will receive the official Permanent Resident Card (“green card”) in the mail.

To begin the permanent residence process, complete the Preliminary Information Form and return it to the International Center, 0018.

AUTHORIZATION FROM THE DEPARTMENT

The department certifies the following:

- The department and the international scholar intend that the scholar will remain indefinitely in the UCSD position.
- The department contact will assemble all required documentation, follow instructions as provided by the International Center, and generally follow through on the permanent residence process to completion.
- The department and/or international scholar will pay any expenses associated with this application, including mail expenses, filing fees, etc.

Supervisor: _____
(typed/printed name) (signature) (date)

Dept. Chair: _____
(typed/printed name) (signature) (date)

Department Contact: _____
(typed/printed name) (telephone) (mail code)

Index (Budget) #: _____

Please return to the International Center, mail code 0018.